

## UPDATING RELATIONSHIPS IN A CASE

**All relationships in cases are based on the relationship the person has to the Reference Person in the case.** The Reference Person is the name that is associated with the case. In most cases, the reference person is the mother in the family. The exception is for Juvenile Justice cases and Voluntary Kinship cases, the child would be the Reference Person and case name.

1. Click on the Cases Expando to view all cases assigned to you.
2. Click on the case name hyperlink, which will open the Maintain Case Window.

**Maintain Case - Microsoft Internet Explorer**

**eWiSACWIS** Print Spell Check Help

**Case**

Last/Provider: Anderson Number: 20243 Status: Open

First: Amy Initial: ☐ Open Date: 07/28/2000

**Participants** Address Collaterals Closing History

**Basic**

Case Type: CPS Family Description: Single Female

County: Milwaukee Site/Region: Milwaukee-Site 1

Number of Household Members: ☐ CARES Case Number:  County Case Number:

**Participants**

Name	Hshld	Status	DOB	Gender	Relationship	Legal	
<a href="#">Anderson, Amy</a>	N	Active			<u>Reference Person</u>	None	<a href="#">DeActivate</a> <a href="#">Remove</a>
<a href="#">Anderson, Andrew</a>	Y	Active	05/05/1995	Male	<u>Biological Child</u>	None	<a href="#">DeActivate</a> <a href="#">Remove</a>
<a href="#">Anderson, Anita</a>	Y	Active	06/06/1996	Female	<u>Biological Child</u>	None	<a href="#">DeActivate</a> <a href="#">Remove</a>
<a href="#">Mooretest, John</a>	Y	Active	07/01/1970	Male	<u>Birth Sibling</u>	None	<a href="#">DeActivate</a> <a href="#">Remove</a>

Options:

Done Internet

3. Each participant is listed on the bottom of the first tab on the Case Maintenance page. Each person's relationship to the reference person is shown highlighted in blue under the Relationship Column. Use the scroll bar on the right of the screen to view all the participants in the case.
4. To update the person relationships, click on the Relationship Field and select a new relationship from the drop down list.
5. When all necessary changes have been made, click on the Save button the click on the Close button to return to the Worker Desktop.